

International Travel

Ref: [Electronic Foreign Clearance Guide](#)

BACKGROUND:

All DoD personnel at NPS planning to leave the United States are expected to plan early and provide all information needed for travel.

Policy:

Travelers must have Anti-Terrorism Force Protection training before submitting the Country Clearance information to the Travel Office using Foreign Clearance Guide format. Also, travelers must provide justification when not expecting to arrive in a country with the specified lead time.

Procedures

Applicable Service regulations govern the requirements/procedures relating to official travel to foreign countries regarding:

a. Passports and Visas.

With few exceptions, such as Canada and Mexico, a passport for a traveler is required for travel into a foreign country; or, a territory under control of a foreign country.

Overseas travelers are required to have official, "no fee" passports while on official travel. It is recommended, however, that travelers use personal (civilian) passports when traveling overseas. Passports are valid for specific periods from date of issuance and require renewal or reissue after such date.

DD Form 1056 must accompany an application for a new/renewal passport/visa (including Green Cards) (see JTR para. C1415).

Applications for "no fee" passports and visas are submitted using [DD Form 1056](#) and form [DS-11](#). Form [DS-82](#) will be used for renewal of "no fee" passports by mail.

Instructions for completing the forms and methods of expediting Passport/Visa processing can be obtained through the local PSD passport agent.

Visas are issued by foreign countries and give permission to enter that particular country. The necessary passport, visa (including green cards) when required (see JTR para. C1415), and record of prescribed immunization (shots) must be in the traveler's possession when traveling.

b. Antiterrorism Plan for Overseas Traveler

This plan may be required, depending on the area of overseas travel. A traveler may or may not be required to provide a detailed force protection plan, which includes an estimate of the threat situation, review of the operations area, and an emergency action plan.

The NPS Security Office maintains the database of threat areas and can provide a sample package to assist in the preparation of this document.

c. Anti-Terrorism/Force Protection (ATFP) Training/Plan

Travelers must attend an initial classroom anti-terrorism training brief given by the NPS Security Manager. Contact the Security Manager at 656-2450 for a training schedule. Thereafter, training can be updated once a year online at <http://at-awareness.org/>. The access code is AWARE. Once the online training is complete, the certificate must be emailed to the NPS Security Manager at securitymgr@nps.edu.

The traveler should contact the Security Manager a least 40 days prior to travel to inquire about the necessity of preparing an ATP. If required, the Security Manager will provide guidance for completing the plan.

If an ATFP is required, but not submitted, the Country Clearance will be DENIED.

d. Other

When arranging international travel, in addition to passport and visa requirements as previously discussed, the following additional requirements may apply:

Country Clearance requests may be required in order to authorize official travel to a particular country. Country Clearance Requests are routed to the Travel Office. The Travel Office will have the traveler fill out specific information from The DOD Electronic Foreign Clearance Guide (<https://www.fcg.pentagon.mil/>). The Travel Office will generate a country clearance message from this information and the Security Manager will release the message. Country Clearance requests should be routed **45 days** prior to travel or sooner depending on the requirements of the individual country.

The traveler must insert his/her Social Security Number into the comments section of the travel authorization in DTS. SATO requires this information to process the air reservations.

e. Immunization

Immunization requirements vary per country. Travelers may find out if shots are required by checking any of the following:

- (1) www.cdc.gov/travel

(2) www.vaccines.mil

If immunization is required, the traveler must make an appointment with his/her local physician or with DLI. Any charges incurred can be claimed on the travel Voucher, per JFTR, para. C1410-A5, which addresses inoculations.

f. Reimbursement Not Allowed

Reimbursement is ***not allowed*** when the traveler does not follow the regulations for foreign flag carriers (see JTR/JFTR Appendix O para. T4025-C). Transportation on foreign ships or aircraft of foreign registry is *not* authorized/approved unless the conditions in Appendix O, para. T4060-B3 are met (see also JFTR, para. U3125-C and JTR, para.C2204-C).

g. Rest Stops

Normally, travelers are not required to travel during unreasonable hours at night. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers and plane changes exceeds 14 hours and the traveler is not authorized first/business-class accommodations, the AO may authorize a rest stop en route or a rest period at the TDY location before reporting for duty.

Rest stops must not exceed 24 hours.

h. Insurance Coverage in Foreign Areas

The AO may authorize reimbursement for additional insurance coverage in foreign areas for a rental, Government, or private vehicle used for official travel.

i. Point of Contact

Ted Osborne of PSD is the primary point of contact for students traveling overseas. He is the person with whom to speak on matters related to passports and other things unique to overseas travel. He is located at PSD-Monterey. He may be reached at 831-656-4086 or via email at theodore.osborne@navy.mil.